Public Health Preveat. Fronte: Frontes.

Health Department

EVENT COORDINATOR'S CHECKLIST FOR TEMPORARY EVENTS

By providing the following information, you will assist in identifying potential safety and health concerns that may occur during your event. Addressing these issues in advance will provide the opportunity for a successful operation.

Each food service vendor for your event must hand in a "Transient Retail Food Permit Application" which they can get from the health department. Please be aware that transient applications must be returned at least one (1) week before the event or late fees will apply to the vendor. More late fees will apply if the application is returned less than 48 hours before the event.

RETURN CHECKLIST TO THE HEALTH DEPARTMENT TWO (2) WEEKS BEFORE THE EVENT.

ATTENTION!

THE HEALTH DEPARTMENT MAY LIMIT OR MODIFY THE NATURE OF THE FOOD SERVICE BOOTHS OR THE TYPE OF FOOD BEING SERVED TO PROTECT THE HEALTH AND SAFETY OF THE GENERAL PUBLIC.

1. EVENT NAME_		DATE(S) OF EVENT	
	ON ut or map of the event – This m	nust be provided in a timely	fashion	
3. NUMBER OF FO	OOD VENDORS			
4. EVENT COORE	DINATOR(S)/RESPONSIBLE PERS	ON(S)		
a) NAME	ADDRESS	PHONE #	ROLE	
,	L DO DEFO	212015 #	2015	
NAME	ADDRESS	PHONE #	ROLE	
c) NAME	ADDRESS	PHONE #	ROLE	



Health Department

 5. NUMBER OF FOOD SERVICE VENDOR'S Attach a list of vendors including names, addresses, phone numbers and food being served and a map of the location of food vendors. 6. SCHEDULED MEETINGS WITH FOOD SERVICE VENDORS 					
b) DATE	LOCATION	TIME			
7. DATE & TIME	e of initial (first day) set-up				
8. HOW WILL	. THE WATER SUPPLY BE PROVIDED TO FOOD \	'ENDORS?			
9. HOW WILL	. WASTEWATER BE DISPOSED FROM THE FOOD	VENDORS?			
10. HOW WILL	. SOLID WASTE COLLECTION AND REMOVAL E	E TAKEN CARE OF AT THE EVENT?			
11. WILL ANY	ANIMALS BE HOUSED AT THE EVENT? Circle o	ne YES NO			



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THE VENDORS FOR THE EVENT MUST BE ON YOUR LIST AND THEY MUST HAVE APPLIED AND PAID FOR THE TEMPORARY FOOD PERMIT.

IF VENDORS HAVE AN EXISTING TRANSIENT LICENSE ISSUED BY ANOTHER CITY/COUNTY HEALTH DEPARTMENT AND THE BUISNESS IS INSPECTED BY SOUTH MILWAUKEE HEALTH DEPARTMENT DURING THE EVENT, VENDOR WILL BE SUBJECT TO AN INSPECTION FEE. VENDORS LICENSED IN ANOTHER JURISDICTION MUST SEND TRANSIENT LICENSE AND ANY RECENT INSPECTION REPORT TO THE HEALTH DEPARTMENT.

I UNDERSTAND THAT IF ALL REQUIREMENTS AR	RE NOT MET BY THE FOOD VENDOR AT TIME OF
INSPECTION, A PERMIT MAY NOT BE ISSUED.	

EVENT COORDINATOR SIGNATURE DATE